

memorandum

DATE: February 12, 2008

REPLY TO

ATTN OF: AD-442:Barker

SUBJECT: **COMPLETION OF FY 2008 MANAGERIAL AND SUPERVISORY PERFORMANCE PLANS**

TO: ORO Principal Staff and Branch Chiefs

The Department of Energy (DOE) has revised the Managerial and Supervisory Performance Plan and Appraisal Form to enhance the ability to track the linkage to DOE's primary missions, goals, and initiatives. This form is attached for your convenience, and it is available on the Human Resources Division web site at <http://www.oro.doe.gov/pmab/Forms/Forms.htm> in Word format. As a reminder, please note that early last year DOE changed the rating criteria needed for managers and supervisors to receive a summary rating of Significantly Exceeds Expectations (SEE) for a critical element. Previously, in order to receive an SEE rating on a critical element, all sub-elements had to be rated as SEE. With the change, only a majority of sub-elements must be rated as SEE in order to receive an SEE rating for a critical element. This change was reflected on the Managerial and Supervisory Performance Plan and Appraisal Form last spring, and that change has also been incorporated into this revised version of the form.

Use of this revised form is optional at this point; it will not be necessary for you to amend FY 2008 plans if you have already put them in place using the old form. Beginning with the FY 2009 performance appraisal cycle, all supervisory and managerial performance plans should be documented on this form to ensure conformance to the new criteria and to document linkage to higher goals. (Regardless of the form used, ratings for FY 2008 must be calculated using the revised criteria described above.)

If you have not yet completed FY 2008 performance plans, please submit them to your Human Resources Specialist **no later than February 29, 2008**. If you need to issue new or revised plans during the year, you are encouraged to use this revised form. As performance plans are developed, you should ensure that expectations are established in accordance with the position responsibilities and organizational level and that they cascade from expectations established in the performance plans for each employee's supervisory chain.

Questions regarding the performance appraisal system should be directed to your Human Resources Specialist.



Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment